

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Social Worker I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Conducts home studies to assess family needs. Investigates reports of abuse and neglect of children, the elderly and the disabled and intervenes when necessary. Provides case management for clients. Develops and implements service plans to address family and individual needs. Maintains records and reports consistent with local, state and federal policies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides assessment of family needs by developing and implementing service plans to address the needs of children, the elderly and the disabled.
2	L	Investigates cases of the abuse and neglect of children, the elderly and the disabled by conducting field visits and interviews, contacting involved persons by phone, and coordinating with law enforcement.
3	S	Maintains records and manages cases by preparing reports, recording all contact with clients, documenting hotline calls, and updating the log book.
4	L	Counsels and provides services to individuals and families by focusing on family preservation and family reunification, monitoring progress of clients, planning for adoption and emancipation and implementing court ordered services.
5	S	Participates in court hearings by providing written reports, recommendations, and verbal testimonies.
6	S	Makes referrals for services by being knowledgeable of local services and resources, working with service providers in the community, serving on interagency service assessment teams, serving as a client advocate in accessing services and working with other agencies such as schools, courts and mental health providers.
7	L	Performs related duties by conducting home studies, preparing written reports of findings, providing on-call and emergency response for reports of abuse and neglect, attending and coordinating related meetings, and seeking to resolve crisis situations for families and individuals regarding personal safety, shelter, food and clothing.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in social services. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	No experience required.
Certifications and Other Requirements	Valid Driver's License, May require Child Protective Services Investigation Certification
Reading	Work requires the ability to read legal documents, technical manuals, correspondence, medical records, various reports, and psychological evaluations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, documentation, court summaries, and correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Field visits, interviews, office equipment, filing
Sitting	F	Computer, desk work, driving
Walking	F	Field visits, to/from homes, to/from office equipment, inspecting homes
Lifting	F	Food, clothing, boxes, children, car seats, case records, office supplies, manuals, phone books
Carrying	F	Food, clothing, boxes, children, car seats, case records, office supplies, manuals, phone books
Pushing/Pulling	F	Wheelchairs, office furniture, carts, file cabinet drawers
Reaching	F	Office supplies, manuals, case records, phone books
Handling	F	Food, clothing, boxes, children, car seats, case records, office supplies, manuals, phone books
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	F	Filing, inspecting homes, interacting with clients
Crouching	F	Filing, inspecting homes, interacting with clients
Crawling	N	
Bending	F	Filing, lifting children
Twisting	F	Answering telephone
Climbing	F	Stairs
Balancing	F	Stairs
Vision	C	Computer, desk work, driving, inspecting homes
Hearing	C	Staff, supervisor, clients, telephone
Talking	F	Staff, supervisor, clients, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, computer, Standard Microsoft Windows and Office software, Oasis, VACIS, Adapt, Novell, Word Perfect, School Net, Support Enforcement, laser or inkjet printer, typewriter, Dictaphone, cellular phone, pager, tape recorder, fax machine, telephone, camera, copy machine, police radio, overhead projector, flip chart, video monitor, postage meter

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	S	Extreme Temperatures	W
Electrical Hazards	S	Noise and Vibration	D
Fire Hazards	S	Fumes and Odors	D
Explosives	S	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Homes

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)